

**Minutes of the
Bayfield County Personnel Committee Meeting
4:00 PM, March 2, 2023
Meeting was Held In Person in the County Board Room**

Members Present: Fred Strand, Marty Milanowski, Brett Rondeau, Mary Dougherty

Excused: Dennis Pocernich

Others Present: Mark Abeles-Allison County Administrator, Kristine Kavajecz-Human Resources Director, Kim Mattson-Accountant, Gail Reha-Bookkeeper

Meeting called to order at 4:00pm by Chairman Rondeau

Public Comment: None received.

Minutes of January 5, 2023: *Motion Strand, Milanowski to approve minutes of the January 5, 2023 Personnel Committee meeting. Motion Carried (4-0)*

Updating of Personnel Policy for Vacation Payouts at end of employment.

Review of policy 3.1.5 Upon termination, retirement, disability, or death of an employee, the employee, estate, or designated beneficiary will receive the vacation pay due for any unused vacation accrued and awarded by the County from the previous year as well as any unused vacation carried over from the previous year to the extent such carry over has not expired. No pay out will be provided for any vacation earned or accrued during the current year except in the case of retirement as defined by WRS or death. Vacation will be paid out based upon the current base wage of the employee.

Motion Milanowski, Dougherty to approve the modification to the Vacation Payout policy as presented effective January 1, 2023. Motion Carried (4-0)

Updating of Personnel Policy for Employee Pay Progression during first year of employment.

Current Policy: Employees hired prior to July 1st will move to the next step of the wage schedule on January 1 of the subsequent year. Employees hired after June 30th will receive the wage schedule adjustment on January 1st of the subsequent year, but will not progress to the next step of the wage schedule until the second January 1st.

Proposed Policy: Newly hired employees will receive the wage scale adjustment (cost of living) on January 1 of the subsequent year. Contingent upon a “Meets Expectations” performance evaluation, newly hired employees shall advance to the next step of the wage schedule upon their one-year employment anniversary and shall then progress through the wage schedule steps on each subsequent January 1. *The proposal will be to apply this policy to employees hired after June 30, 2022.*

Motion Dougherty to approve the modification to the employee pay progression policy as presented effective July 1, 2022. Motion Carried (4-0)

Jail Kitchen staffing levels. : The Jail kitchen has requested an increase in hours for part-time staff. The request is for 21 additional hours per week. The increase in hours would provide more adequate coverage and would ensure that back-up is available to cover leave time such as vacation and sick time. The kitchen has struggled for quite some time with adequate staffing and retention. The additional hours also hopes to improve the retention of staff. The kitchen is currently providing 3 meals per day for inmates, preparing home delivered meals for the Senior congregate/home delivered meal program 5 days per week. The additional cost for the extra hours is estimated at just over \$25,000. Funding could come from jail boarding revenues.

Motion Dougherty, Milanowski to increase staffing in the jail kitchen by 21 hours per week as proposed. Motion Carried (4-0)

Reports

- a. Employee Caring Committee Suggestion
- b. Personnel Financial Report as of February 28, 2023: Total payroll expense through the end of February is up about \$200,000 over 2022, this represents about a 10% increase, as anticipated and budgeted.
- c. Human Resources Report: Review of statistics from February. Overview of Leadership Program that is being coordinated. Report on staffing in the Land Records Office, Meal Delivery, and Dispatch. To be eligible for the joint dispatch effort, the county must ensure that we have 2 dispatchers on duty at all times. This will mean additional dispatch staff, which should be offset when the grant is received.

Motion Milanowski, Dougherty to enter into closed session pursuant to Wisconsin Statutes §19.85(1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Approve Closed Session Minutes, January 5, 2023. Motion Carried (4-0) Entered closed session at 4:35pm.

Motion Milanowski, Dougherty to return to open session. Motion Carried (4-0). Returned to open session at 4:41 pm.

Meeting adjourned at 4:41 pm.

Minutes respectfully submitted by Kristine Kavajecz